



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Cleaner (Hebburn Lakes Primary School)

GRADE: Band 3

RESPONSIBLE TO: SBM & Site Supervisor

Overall Objectives of the Post:

To undertake, individually or as part of a team, the cleaning of a designated area and ensure it is kept in a clean and hygienic condition. Holidays to be taken during school holidays unless otherwise authorised. During the Covid situation you will work 1 week in 4 at lunchtime 11.00 pm - 1.30 pm.

Key Tasks of the Post:

1. *You will take part in maintaining the cleaning of a designated area of a Public Building within the Borough of South Tyneside. You will:*

- Empty waste bins, take all rubbish to the designated disposal point.
- Clean all furniture and fittings including ledges, pipework and radiators.
- Clean all sanitary fittings including WC's, urinals, wash hand basins, sinks, showers, mirrors etc.
- Vacuum all carpet areas including dust control mats.
- Dust control mop/sweep all hard floor areas suitable for this task, remove dust, litter and debris.
- Damp mop all hard floors suitable for this task removing marks where possible.
- Spray/polish burnish all hard floors suitable for this task.
- Machine scrub/dry hard floor areas as designated.
- Carry out periodic tasks, including wall washing, blinds, light shades, diffusers and re applying polish to hard floors.
- Clean internal windows and internal glazed areas.

2. *You will maintain Health and Safety procedures at all times. You will:*

- Ensure security of building i.e. check windows and doors are closed/locked and where necessary de-activate and reset alarm systems.
- Report any faults to electrical cleaning equipment and do not use until the fault is repaired.
- Ensure correct policy and procedures are maintained including Health and Safety, COSHH, Manual Handling etc.

- Only use authorised cleaning materials, ensure the correct dilution rate as directed and used only for the purpose indicated.
- Ensure all PPE issued is worn at all times, including tabards and rubber gloves.
- Display wet floor signs when cleaning floors.

3. *You will be an effective part of the Building Cleaning Team. You will:*

- Work as part of a multi-disciplinary team.
- Participate in training sessions as required.
- Maintain Council policy and procedures within the requirements of the Building Cleaning Service.
- Maintain a customer friendly service adhering to the agreed code of conduct.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: TJ/KDS

Date: 18/11/2020